

SUBJECT: (Optional)

SEMINAR #28 - INTRODUCTION TO MICROGRAPHICS

FROM:

STAT

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EXTENSION

NO.

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

DATE

6 JUN 83

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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20 May 1983

MEMORANDUM FOR:

FROM:

Records Systems Branch
Records Management Division
Office of Information Services, DDA

SUBJECT: Seminar Number 28 - Introduction to Micrographics

1. The one-day seminar will be held in Room 906, Chamber of Commerce, on 7 June 1983, and is scheduled to begin at 9:00 a.m.. (Attached is a copy of the program for your use)

2. Arrangements have been made with OTE Media Center to provide a 35mm projector, 16mm movie projector, and Vu-graph projector. If this does not meet your requirements, please notify the undersigned on [redacted] so appropriate equipment can be obtained.

3. For your information, your office can contact you, while you are at the conference, on the following extensions; ISC/OTE [redacted] or OTE Central Registration on [redacted] should an emergency arise.

4. Reserved parking spaces will be provided and you will be advised of your assigned space prior to 3 June 1983.

5. The staff and I are personally indebted to you for taking time from your busy schedule to participate in this program.

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OFFICE OF INFORMATION SERVICES
INTRODUCTION TO MICROGRAPHICS SEMINAR

7 JUNE 1983

ROOM 906 CHAMBER OF COMMERCE

0900 - 0910	Security and Administrative Briefing	OTE Personnel
0910 - 0915	Welcome	
0915 - 0950	Slide Presentation - "Micrographia"	
0955 - 1010	Break	
1015 - 1100	Microforms, Film Processing	
1100 - 1130	Development and Implementation of Agency Applications	
1135 - 1200	Quality Control and Preventative Maintenance	
1200 - 1300	Lunch	
1300 - 1400	Introduction to Computer Output Microfilm (COM) - 10 Minute Film Presentation and Agency COM System Capabilities	
1400 - 1415	Break	
1415 - 1515	Agency Microfilm Applications (OCR's ADSTAR)	
1515 - 1545	Micropublishing - Microrepublishing	
1545 - 1600	Questions, Epilogue and Critique	

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INTRODUCTION TO MICROGRAPHICS

1. Security and Administrative Briefing
2. Welcome
 - Course Administration
 - Hours
 - How to obtain additional information
3. Micrographia slide presentation
 - Agency Produced Overview of Micrographics in CIA
4. Microforms, Filming, Processing
 - Types of Microforms
 - Film Processing
 - Film Inspection
 - Production Equipment
5. Development and Implementation of Agency Applications
6. Quality Control and Preventative Maintenance
 - Equipment House Keeping
 - Film quality control
7. Introduction to Computer Output Microfilm (COM) slide presentation
 - History
 - Overview of Technology
 - Alpha - numeric
 - Graphic Systems Considerations
8. Agency COM Systems Capabilities
 - Black & White
 - Color
 - Graphics
 - Slides
 - Job Processing
 - Graphics COM Movie
9. Agency Application
 - ADSTAR Operational
10. Micropublishing - Microrepublishing
 - Finintell Programs
 - FBIS
 - JPRS

The following subjects may replace items in the program in the event a primary speaker is unable to participate in the seminar.

a. Indexing Techniques - Film presentation

Roll Film - 16mm & 35mm
Jackets
Aperture Cards
Microfiche - Source Documents and COM

b. User Equipment

Office Cameras & Duplicators
Readers
Reader Printers
Filing Equipment
Updatable Micrographics

c. Requisition for Materials

Form - 88
Micrographics Officer approval

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